

Panaji, 30th January, 1997 (Māgha 10, 1918)

SERIES I No. 44

OFFICIAL GAZETTE



GOVERNMENT OF GOA

NOTE: There are two Extraordinary issues to the Official Gazette, Series I No. 43 dated 24-1-97 as follows:

- 1) Extraordinary dated 24-1-1997 from pages 623 to 624 regarding Notification from Department of Panchayat Raj and Community Development (Directorate of Panchayats).
- 2) Extraordinary No. 2 dated 27-1-1997 from pages 625 to 630 regarding Notifications from Department of Inland Waterways and from Department of Transport.

GOVERNMENT OF GOA

Department of Finance

Revenue and Expenditure Division

Notification

7-16-91/PROV/FIN (R&C)

Read: Notification No. 7-16-91/Prov/Fin (R&C) dated 4th August, 1995.

In exercise of the powers conferred by Article 19 of the Legislative Diploma No. 1984 dated 14-4-1960 and all other powers enabling him in this behalf and in supersession of the existing recruitment rules for the relevant posts, the Governor of Goa hereby makes the following rules relating to recruitment to Group 'A', Group 'B' and Group 'C' posts in the Institute of Public Assistance (Provedoria), namely:—

1. **Short title and application.**— (1) These rules may be called the Institute of Public Assistance (Provedoria) Recruitment Rules, 1996.

(2) They shall apply to the posts specified in column 2 of the Schedule appended to these rules (hereinafter called the 'said Schedule').

2. **Number, classification and scales of pay.**— The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 3 to 5 of the said Schedule.

Provided that the Government may vary the number of posts in column 3 of the said Schedule from time to time subject to exigencies of work.

3. **Method of recruitment, age limit and other qualifications.**— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 6 to 14 of the said Schedule:

Provided that—

(a) The maximum age limit specified in the said Schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Caste/Scheduled Tribe and other special categories in accordance with the orders issued by the Government from time to time;

(b) No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment unless the Government, after being satisfied that there are special grounds for doing so, exempts any such candidates from the operation of this rule.

4. **Power to relax.**— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any category of persons or posts specified in the said Schedule.

5. **Saving.**— Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes/Scheduled Tribes and other categories of persons in accordance with the orders issued by the Government from time to time in that regard.

6. These rules are subject to modification by the Government and shall come into force with effect from the date of their publication in the Official Gazette and will relate to appointments to the various posts made on or after this date.

By order and in the name of the Governor of Goa.

S. V. Madkaikar, Under Secretary (Finance-Exp.).

Panaji, 26th December, 1996.

SCHEDULE

	1	2	3	4	5	6	7	8	9	10	11	12	13	
		Name of the post	Number of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	If a D. P. C. exists, what is its composition	Circumstances in which Goa Public Service Commission is to be consulted in making recruitment
Director.	(1)	Group 'A' Gazetted. Subject to variation dependent on work-load.	— do —	3700-125-4700-150-5000.	N. A.	N. A.	N. A.	N. A.	N. A.	By transfer	Transfer on deputation of a Senior Grade-I.	N. A.	N. A.	N. A.
Jt. Director of Accounts.	(2)	— do —	— do —	3000-100-3500-125-4500.	N. A.	N. A.	N. A.	N. A.	N. A.	By transfer on deputation.	Transfer on deputation of Joint Director of Accounts Cadre of the Government of Goa.	N. A.	N. A.	N. A.
Asst. Director Programme/Admn.	(2)	Group 'B' Gazetted.	— do —	2000-60-2300-EB-75-3200-100-3500.	Selection.	Not exceeding 35 years (Relaxable for Government Servants up to 5 years in accordance with instructions issued by the Government from time to time).	Essential: (1) Bachelor's Degree from a recognised University. (2) Knowledge of Konkani. Desirable: Knowledge of Marathi.	No	2 years.	50% by promotion failing which by transfer on deputation 50% by direct recruitment failing which by transfer on deputation.	Promotion: Office Superintendent having 5 years regular service in the Grade. Transfer on Deputation: Officers holding analogous posts or Officers in the Pay Scale of Rs. 1600-50-2300-EB-60-2600 of the Government having at least 5 years regular service in the Grade.	D.P.C./D.S.C. consisting of (1) Secretary of Provedoria, Government of Goa —Chairman. (2) Director Institute of Public Assistance (Provedoria) —Member. (3) Joint Director of Accounts —Member.	N. A.	

Asst. Dir. for Lottery	(1) — do — — do — — do — — do — — do — —	Essential: (1) Bachelor's Degree from a recognised University (2) Knowledge of Konkani. Desirable: (1) Knowledge of Marathi. (2) 3 years experience in a responsible capacity.	No	2 years. Promotion failing which by transfer on deputation failing both by direct recruitment.	Promotion: Lottery Superintendent having 5 years regular service in the grade. Transfer on Deputation: Officers holding analogous posts or Officers in the pay scale of Rs. 1600-50-2300-EB-60-2600 of the Government having at least 5 years regular service in the grade.	— do —	N. A.
Asst. Dir. for Welfare.	(1) — do — — do — — do — — do — — do — — (2) — do — — do — — do — — do — — do — —	Essential: (1) Bachelor's Degree from a recognised University in Social Services or Social Science. (2) Knowledge of Konkani. Desirable: (1) Experience in Welfare work for 3 years. (2) Knowledge of Marathi.	No	— do — — do — — do — — do — — do — —	Promotion: Social Welfare Officer having 3 years regular service in the grade. Transfer on Deputation: Officers holding analogous posts in the Government.	— do —	N. A.
Asst. Engineer.	(1) — do — — do — — do — — do — — do — — (2) — do — — do — — do — — do — — do — —	Essential: (1) Degree in Appropriate Branch of Engineering from recognised University. (2) Knowledge of Konkani. Desirable: (1) Knowledge of Marathi.	No	— do — — do — — do — — do — — do — —	Promotion: Jr. Engineer with 5 years regular service in the grade. Deputation: Officers holding analogous posts in the Government or Officers in the scale of Rs. 1640-2900 with 5 years service in the Grade.	Yes Group 'B', D. P. C./D. S. C.	N. A.

1	2	3	4	5	6	7	8	9	10	11	12	13
Asst. Ac- counts Offi- cer.	(2) (1996) Subject to variation depend- ent on work- load.	Group 'B' Ga- zeted.	2000- 60- 2300- EB- 75- 3200.	Sele- tion.	Not exceeding 35 years (Re- laxable for Government servants up to 5 years in accor- dance with in- structions is- sued by the Government from time to time).	N. A.	No	2 years	By promotion failing which by transfer on depu- tation of Officers of Common Ac- counts Cadre of the Government.	Promotion: Accountant in the pay scale of Rs. 1600-50-2300- EB-60-2660 with 5 years service in the grade.	Yes Group 'B' D.P.C./D.S.C.	N. A.
Jr. Engi- neer.	(2) — do —	Group 'C' non- Gazet- ted.	1640- 60- 2600- EB- 75- 2900.	N. A.	Essential: (1) Diploma in Civil Engi- neering or equivalent. (2) Knowledge of Kon- kani. Desirable: Knowledge of Marathi.	N. A.	N. A.	— do —	By direct recruit- ment failing which by transfer on deputation.	Deputation: Suitable Officials holding analo- gous posts in the Government. (1) Director of Insti- tute of Public Assistance— Chairman. (2) Joint Director of Accounts— Member. (3) Under Secretary to the Govern- ment of Goa Incharge of Providentia- —Member.	D.P.C./D.S.C. consisting of:	N. A.
Social Welfare Offi- cer.	(2) — do —	Group 'B' Ga- zeted.	1640- 60- 2600- EB- 75- 2900.	Sele- tion	Essential: (1) Degree in Social work or in Social Science. (2) 2 years experience in the field. Desirable: Knowledge of Kon- kani/Marathi.	No	No	2 years	Promotion failing which by transfer on deputation and failing both by direct recruitment.	Promotion: Case Worker/ Steward/ess Liaison Officer with 3 years serv- ice in the grade. Transfer on depu- tation: Suitable Officers holding analo- gous posts in the Government.	Yes Group 'B' D.P.C./D.S.C.	N. A.

Ac- count- ant.	(2) — do —	Group 1600- 50- -Gazet- ted. -EB- -60- -2660.	— do —	— do —	N. A.	No	N. A.	By promotion failing which by transfer on depu- tation.	Promotion: Accounts Clerk/ Cashier having 3 years service in the grade.	Yes Group 'C' D.P.C.	N. A.
Deputation:											
Office Super- inten- dent.	(2) — do —	— do —	— do —	— do —	N. A.	No	N. A.	By promotion failing which by transfer on depu- tation.	Promotion Head Clerk/Sr. Stenographer with 5 years ser- vice in the respec- tive grade.	— do —	N. A.
Transfer on Deputation:											
Officials holding analogous posts in the Govern- ment.											
Lottery Super- inten- dent.	(1) — do —	— do —	— do —	— do —	N. A.	No	N. A.	— do —	Promotion: Lottery Super- visor with 5 years in the respective grade.	— do —	N. A.
Transfer on depu- tation:											
Officials holding analogous posts in the Govern- ment.											
Lottery Super- visor.	(1) — do —	1400- 40- -1800- -EB- -50- -2300.	— do —	Not exceeding 35 years (Re- laxable for Government servants and departmental candidates).	Essential: (1) S. S. C. E. or equivalent. (2) One year experience in designing, printing, etc.	No	— do —	Promotion failing which by direct recruitment.	Promotion: Printers/UDC with 3 years serv- ice in the grade in the ratio of 1:6.	Yes Group 'C' D. P. C./D. S. C.	N. A.

(3) Knowledge of
Konkani.

Desirable:

^a Knowledge of
Marathi.

1	2	3	4	5	6	7	8	9	10	11	12	13
Liaison Officer.	(1) (1996) Subject to variation dependent on workload.	Group 'C' Non-Gazetted.	1400-40-1600-50-2300-EB-60-2600.	Selection	Not exceeding 35 years (Retirable for Government servants and departmental candidates up to 5 years in accordance with the instructions or orders issued by the Government).	Essential: (1) Bachelor's Degree of a recognised University. (2) Should have at least 3 years experience in Public Relation Liaison work. <i>Desirable:</i> Knowledge of Marathi.	No	2 years	Promotion failing which by direct recruitment.	Promotion: UDC with five years regular service in the grade.	Yes Group 'C' D.P.C./D.S.C.	N.A.
Sr. Stenographer.	(1) — do —	— do —	1400-40-1800-EB-50-2300.	— do —	— do —	Essential: (1) S. S. C. E. or equivalent. (2) Speed of 120 w. p. m. in short hand and 40 w. p. m. in typewriting. (3) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	No	— do —	— do —	Promotion: Jr. Stenographer having atleast 3 years experience in the grade. <i>Transfer on Deputation:</i> Senior Stenographer with one year service in the grade or Jr. Stenographer with 3 years service in the grade.	— do —	N.A.
Case Worker/ Steward/ Stewardess/ Steward.	(16) — do —	— do —	— do —	— do —	Not exceeding 35 years (Retirable for Government servants and departmental candidates up to 5 years in accordance with the instructions or orders issued by the Government).	Essential: (1) Bachelor's Degree in Social Science from a recognised University. (2) Knowledge of Konkani/Marathi. <i>Desirable:</i> One year experience in the field work.	No	— do —	Promotion 75% direct recruitment 25%.	Promotion: Asst. Steward/ess with 5 years regular service in the grade.	— do —	N.A.

Head Clerk	(3)	— do —	— do —	— do —	N. A.	No	— do —	By promotion.	Promotion: Upper Division Clerk/Jr. Stenographer having 3 years experience in the grade.	Yes Group 'C' D.P.C.	N. A.
Junior Stenographer.	(1)	— do —	1200-30-1560-EB-40-2040.	— do —	Not exceeding 35 years (Relaxable for Government servants and departmental candidates up to 5 years in accordance with the instructions or orders issued by the Government from time to time).	N. A.	— do —	By direct recruitment.	The Departmental candidates may be allowed to compete with the candidates sponsored by the Employment Exchange.	Yes Group 'C' D.S.C.	N. A.
UDC/ Accts. Clerk/ Cashier.	(18)	— do —	— do —	— do —	— do —	N. A.	No	By promotion.	Lower Division Clerks/Verifiers with at least 3 years service in the grade; in the ratio of 3:1.	Yes Group 'C' D.P.C.	N. A.
LDC	(18)	— do —	950-20-1150-EB-25-1500.	Non-Selection	— do —	Essential:	Age: 'No' Qualification: 'Yes'	By promotion 12% by direct recruitment.	Promotion: Group 'D' employees.	Yes Group 'C' D.P.C./D.S.C.	N. A.
						(1) S. S. C. E. or equivalent qualification.					
						(2) Speed of 35 w. p. m. in English typing.					
						(3) Knowledge of Konkani.					
						Desirable:					
						Knowledge of Marathi.					